

Position Description and Person Specification

CONGREGATION:	Lefevre Uniting Church Taperoo
Title of position:	Coffee Shop Coordinator
Classification:	Miscellaneous Award 2020
Type of appointment:	Permanent Part-Time (14 hours per week)

1. Summary of the broad purpose of the position in relation to the Church's goals

The Lefevre Uniting Church operates 2 separate community programs:

1. Lefevre Connections which was established to provide a community place at which:
 - neighbors and visitors can meet for a coffee and chat;
 - families have access to library resources and preschool children are encouraged to read with their families;
 - families can access affordable clothing; and
 - community events, conversations, workshops and programs are conducted.
2. UnitingCare Taperoo which operates an Emergency Relief Centre to provide people in need with nutritious frozen meals, fruit, vegetables, bakery products and second hand clothing.

The coffee shop coordinator is responsible for coordinating the provision of food and beverages by volunteers in *Coffee @63*.

The role involves:

- the provision of hospitality;
- the coordination of volunteers; and
- working cooperatively with the Lefevre Connections Team to develop and maintain the ongoing viability of *Coffee @63*.

2. Reporting and working relationships

The Coffee Shop Coordinator is accountable to the Chairperson of the Lefevre Uniting Church Council.

The Coffee Shop Coordinator will work cooperatively with the Lefevre Connections Team to ensure *Coffee @63* provides a welcoming environment for volunteers and community members.

3. Statement of key outcomes and associated activities

The provision of hospitality includes:

- coordinating the provision of food and beverages in *coffee @63* on Fridays, at the ARPA Largs Bay Regional Group on Thursdays and at community events organised by the Lefevre Connections Team;
- the development of menus that provide affordable good quality nutritious food on a weekly basis; and
- working cooperatively with the UnitingCare Taperoo Kitchen Coordinator to maintain appropriate stock control and the purchase and storage of food and ingredients.

The coordination of volunteers includes:

- provision of training and ongoing mentoring the volunteers who take orders, serve customers, make beverages including barista coffee, bake, plate-up food orders and undertake general kitchen duties;
- reflecting the ethos of the Uniting Church and the vision of the Lefevre Uniting Church to be recognised as a welcoming place that offers friendship and is a meeting place for the community;
- the coordination of the daily and monthly *Coffee@63* rosters to ensure everyone has a break;
- working cooperatively with the Lefevre Connections Team to establish and implement volunteer operating policies and procedures; and
- working cooperatively with the Lefevre Connections Team to provide volunteer recognition.

In working cooperatively with the Lefevre Connections Team to develop and maintain the ongoing viability of *Coffee@63* the Coffee Shop Coordinator will:

- assist with the development and implementation of initiatives that will promote Lefevre Connections; and
- manage costs and pricing to ensure financial viability.

Other

- maintain an ongoing working relationship with the coffee suppliers (Stir) to ensure their quality standards are met;
- encourage the development of an ongoing working relationship between *Coffee@63* and Op Shop volunteers;
- work cooperatively with the UnitingCare Taperoo Kitchen Coordinator to ensure compliance with food safety standards on an ongoing basis;
- participate in Lefevre Connections Team meetings; and
- other duties within the scope and responsibilities of the role as directed by the Chairperson of the Lefevre Uniting Church Council.

PERSON SPECIFICATION

Personal abilities, aptitudes, skills

Essential

- Excellent interpersonal and communication skills with people across a range of ages
- A commitment to the provision of excellent customer service
- Proven ability to work with and provide leadership within a team of volunteers
- Proven ability to manage priorities and time constraints
- Proven ability to work within and maintain operational policies and procedures
- Ability to maintain confidentiality
- Ability to display initiative.
- A willingness to support and implement the mission, vision and goals of the Lefevre Uniting Church as they apply to Lefevre Connections.
- A preparedness to commit to the Christian ethos of the Uniting Church in Australia.

Knowledge of

Essential

- Relevant industry and government regulations (food safety, Workplace Health and Safety)
- The differences between managing volunteers and managing employees

Desirable

- Computer knowledge (Microsoft Suite – Word/Excel/Outlook)
- Basic First Aid Certificate or a willingness to obtain certificate

Experience

Essential

- Experience in working with and providing training to volunteers.
- Experience as a barista in a commercial setting such as a café or restaurant.
- Relevant experience within a food and hospitality enterprise.

Conditions

- The successful applicant will be required to submit appropriate Department of Human Services screening and authority checks prior to the signing of an employment contract. Current satisfactory clearances are required at all times during employment.
- Current Driver's Licence and own transport required